

Neighborhood Services Inspector

Department of Building Inspections & Neighborhood Services, Monday - Friday, 8 a.m. to 5 p.m.

A Neighborhood Services Inspector performs customer service and inspection/enforcement work in the office and field regarding enforcement of City of West Allis Revised Municipal Codes, particularly related to zoning and property maintenance codes. This position is funded in part by Community Development Block Grants (CDBG) funds.

*Welcome to the City of West Allis...
an innovative, progressive and ever-evolving
local government*

Salary and Benefits

Salary:

The hourly rate range is \$19.95 to \$22.80 dependent upon qualifications and experience, with the potential to reach \$27.36. This is a non-exempt position.

West Allis Resident Incentive Pay:

An employee who resides within the City of West Allis shall be granted an additional 2% on top of the established pay for their position.

Comprehensive Benefits include:

- Vacation accrual upon date of hire based on the vacation schedule;
- A sickness disability benefit plan;
- Twelve (12) paid holidays;
- A comprehensive health insurance plan (which is contributory) covering the employee and his/her family, with eligibility the first of the month following thirty (30) days of service;
- Fully paid dental insurance covering the employee and his/her family, with eligibility the first of the month following six (6) months of service;
- A dual pension system comprised of the Wisconsin Retirement Fund* and federal Social Security (both of which are contributory);
- After six (6) months of service, a fully paid life insurance program* with coverage in the amount of the employee's annual salary adjusted to the next highest one thousand dollars, with the option for additional coverage;
- An educational reimbursement plan for the pursuit of job-related courses including personal and professional training opportunities and professional organization memberships;
- Voluntary benefit programs consisting of Section 125: Flexible Benefits for Dependent Care and Medical Reimbursement, Section 457: Deferred Compensation, TreasuryDirect Payroll Savings Plan for Savings Bonds and various other benefits including but not limited to, Employee Assistance Program (EAP), Employee Wellness Program, Armed Services Reserve training and Federal Loan Program.

*The Wisconsin Retirement Fund and Life Insurance Program benefits are provided according to plan guidelines of the State of Wisconsin Department of Employee Trust Funds.

Examples of Duties

- Research, inspect, and takes appropriate action involving complaints received by the Department of Building Inspections and Neighborhood Services (BINS);
- Refers complaints to applicable City departments for action including, but not limited to, tall grass, weeds, trees, garbage, health code issues, etc.;
- Maintain records of referrals and complaints;
- Inspect nuisance properties with the West Allis Police Department (WAPD);
- Inspect properties for abandoned vehicles and work with the WAPD to have vehicles stickered and towed;
- Post properties with nuisance abandoned orders and work with contractor to have properties secured and cleaned up;
- Proactively inspect residential, commercial, and manufacturing properties for compliance to the City's Exterior Property Maintenance Code and Zoning Code;
- Inspect properties in the sign maintenance program and assists in the annual inspection of projecting signs;
- Inspects existing residential buildings for compliance with health, building, electrical, plumbing, HVAC, and zoning codes of the City;
- Prepares and issues Notices & Orders and related permits for substandard properties;
- Inspects for code violations and enforcement within the deteriorating and deteriorated areas/neighborhoods of the City with the intent to ameliorate said deteriorating/deteriorated conditions;
- Interprets legal requirements and recommends compliance procedures to property owners;
- Inspects alterations and repairs of buildings and premises for code compliance;
- Receives referrals and complaints from the Mayor, Alderpersons and citizens regarding City codes or Municipal services;
- Answer building and zoning questions through e-mail, over the phone and at the counter;
- Assists in the coordination of overlapping functions in other departments;
- Consults with the City Attorney's Office in the issuance of citations and summons for prosecution regarding persons or firms violating City codes or ordinances;
- Represents the City in Municipal Court for pre-trials and trials;
- Maintains a variety of departmental reports, records, and surveys;
- Recommends changes in procedures and processes to improve efficiency;
- Supports initiatives such as strategic planning, LEAN and innovation;
- Maintains prompt, predictable, and regular physical attendance;
- Provides truthful and accurate written and verbal communications;
- Maintains the ability to competently and credibly testify in court;
- Maintains ability to lawfully operate designated motor vehicles at all times that duties are performed;
- Maintains ability to travel throughout and enter all different properties in the jurisdiction;
- Performs other duties as assigned.

Qualifications

A Neighborhood Services Inspector must be available to work nights, overtime, and at odd hours to attend meetings or when situations require such duty. A Neighborhood Services Inspector must possess the emotional intelligence, work ethic, accountability and initiative to effectively perform the duties of the position.

Education, Training and Experience:

- Associate Degree in Civil Engineering Technology, Architecture, Planning or related field and three (3) years of recent paid work experience in residential code enforcement, property management/maintenance, building construction or public works OR high school diploma/GED and an equivalent combination of recent paid work experience supplemented by formal coursework/training/seminars etc. which is broad enough to clearly indicate the required knowledge, experience and background necessary to perform the type of work as listed under "Duties."
- Competent in the use of an office computer/software including, but not limited to, Windows and Microsoft Office applications (Word, Excel, Calendaring, Outlook), camera, mobile devices such as an iPad, etc.
- Completion of the National Incident Management System's (NIMS) ICS-100 and 700 training within 6 months of appointment.

Licenses and Certificates:

- Valid Wisconsin driver's license or possess a valid driver's license and obtain a Wisconsin driver's license within 6 months and acceptable driving record per City Policy.
- Certifications from the State of Wisconsin Department of Safety and Professional Services for Construction Inspector (UCI) and UDC HVAC Inspector (UHI) are desirable.

Knowledge, Skills and Abilities:

Ability to communicate effectively in a helpful and professional manner, both verbally and in writing; ability to exercise judgment, tact, and discretion in the impartial application of codes and ordinances; good skills in listening; ability to use judgment regarding the legitimacy and severity of referrals/complaints, to be assertive when required, and take appropriate action as necessary; ability to deal with the public efficiently and tactfully; thorough knowledge of local, state, and national building maintenance and zoning codes and standards; good knowledge of enforcement practices and procedures; good knowledge of occupational hazards and safety practices or the building trades; ability to read and interpret building plans, specifications and property surveys and quickly and accurately detect deviations from building and zoning code regulations; working knowledge of real estate sales and transactions; ability to maintain accurate records and files; ability to organize facts and ideas, and to prepare written or verbal reports; knowledge of computer applications and mobile devices such as an iPad; ability to quickly adapt and learn specialized software systems and databases; ability to establish and maintain effective working relationships with a diverse population of people with varied academic, cultural, and socio-economic backgrounds using tact, diplomacy and courtesy, including, but not limited to, supervisors, coworkers, other City department personnel, elected officials, contractors and the public; demonstrated ability to promote innovation, operational excellence and continuous improvement.

Physical Job Demands:

Possess the physical ability to perform the duties of the position including, but not limited to, occasional lifting/carrying up to 20 lbs.; frequent sitting, walking and climbing; the ability to occasionally bend, kneel, climb, twist, stoop, crawl, squat, reach, push, pull, etc.; continuous arching of the neck; ability to continuously focus for long periods of time on projects; the ability to occasionally walk long distances and stand for long periods of time; occasional entering and exiting of a personal vehicle; and occasional driving in variable and unfavorable weather conditions.

Reference Chart:

Activity Frequencies	
Continuous	67 – 100% of workday
Frequent	34 – 66% of workday
Occasionally	1 - 33% of workday

Ability to withstand exposure to variable and unfavorable weather conditions; ability to walk on uneven surfaces; ability to perform inspections which may include exposure to odors, toxic agents, chemical spills, flooding, noise, vibrations, electrical current, vehicular traffic, dust, rodents, insects, infectious agents, and other hazards of the building environment. The employee is required to react appropriately when hazards are identified.

This description has been prepared to assist in defining job responsibilities, physical demands, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The City retains and reserves any or all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its judgment, to be proper.

Examination Data

The first step in the selection process will be a review and evaluation of application materials to identify those applicants who appear to be better qualified in terms of academic preparation, training, experience, and achievements as these relate to the duties and requirements of the position. Therefore, it is necessary that applicants provide clear and specific information when completing the application materials. A representative number of better-qualified applicants will be further evaluated and rated in an oral examination designed to assess knowledgeability and personal suitability.

Veteran's Points

Honorably discharged war veterans who receive an overall qualifying rating will be awarded special credit points upon presentation of proper proof (Form DD-214) of military duty. This applies to open recruitment candidates only.

Post-Offer Drug Test/Physical Exam/ Probationary Period

Persons offered employment must pass a post-offer drug test and thorough physical examination as a condition of employment. The City of West Allis is an at-will employer. All appointments are subject to a probationary period of six (6) months; however, employment may be terminated at any time for any reason.

How to Apply

Application forms, available online at **www.westalliswi.gov/careers**, or at the Human Resources Department, Room 133, City Hall, 7525 West Greenfield Avenue, West Allis, Wisconsin, 53214, must be completed and **ON FILE NO LATER THAN 5:00 P.M. WEDNESDAY, AUGUST 2, 2017.**

Please note: A job interest card may not be substituted for the application form.

Visit our website at **www.westalliswi.gov** for further information on the City of West Allis.



The City of West Allis is an Equal Opportunity/Affirmative Action Employer and does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities.

Upon reasonable notice the City will furnish appropriate auxiliary aids and services when necessary to afford individuals with disabilities an equal opportunity to participate in and to enjoy the benefits of a service, program or activity provided by the City.

It is the policy of the City of West Allis to provide language access services to populations of persons with Limited English Proficiency (LEP) who are eligible to be served or likely to be directly affected by our programs. Such services will be focused on providing meaningful access to our programs, services and/or benefits



APPLICATION FORM

ATTENTION APPLICANTS - PLEASE READ

Following are important points to know about the City of West Allis application process:

1. **Applications must be completed in full.** Applications not completed in full may be subject to disqualification.
2. A completed application form is required. You may supplement the application form with a resume; however, providing a resume does not exclude you from completing the application form in full.
3. It is to your advantage to be clear and thorough when completing the application, as it is the only means the City has of reviewing your qualifications for employment. We cannot assume more than what you tell us.
4. If you faxed or emailed your application, you still need to mail in or drop off the original in order to be considered for employment.
5. After all the applications are reviewed, the most qualified candidates will be invited to participate in other phases of the hiring process. All applicants are evaluated on job-related factors only.
6. If you will be unavailable (e.g., out of town) within the next 90 days, please indicate the dates you will not be available on the front section of the application form. Dates of unavailability will be reviewed to determine if any accommodations are feasible.
7. It is the policy of the City of West Allis to provide reasonable accommodations for qualified individuals with disabilities who are applicants for employment. If you are a qualified individual with a disability and need a reasonable accommodation in the testing or interview phase of our hiring process, please contact the Human Resources Department at (414) 302-8270 or e-mail jbarwick@westalliswi.gov at least 72 hours (i.e., three (3) work days) in advance. Each request for accommodation will be reviewed on a case-by-case basis and accommodated unless it is determined to be unreasonable.
8. If you are having problems completing the application form or have any questions or concerns, contact the Human Resources Department.

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(APPLICANT MAY RETAIN THIS PAGE)



Human Resources Department
7525 West Greenfield Avenue
West Allis, Wisconsin 53214

Exam No. _____

Telephone: 414-302-8270
Fax: 414-302-8275
www.westalliswi.gov

City of West Allis
An Equal Opportunity Employer

APPLICATION FOR EMPLOYMENT

IMPORTANT: READ THE INSTRUCTIONS CAREFULLY BEFORE FILLING OUT YOUR APPLICATION. EXCEPT WHERE NOTED, ALL REQUESTED INFORMATION MUST BE FURNISHED. THE INFORMATION YOU GIVE WILL BE USED TO DETERMINE YOUR QUALIFICATIONS FOR EMPLOYMENT. PLEASE TYPE OR PRINT.

Dates of unavailability (If you are planning to be out-of-town within the next 90 days, please indicate the dates you will not be available):

Position applied for _____

Name _____
(LAST) (FIRST) (MIDDLE)

Social Security Number _____

Other names under which you have been legally known _____

Address _____
(STREET) (CITY) (STATE) (ZIP)

Phone Number: Home _____ Cell _____

E-Mail Address _____

Are you at least 18 years old? ☐ Yes ☐ No

Do you have the legal right to live and work in the United States? ☐ Yes ☐ No

Do you wish to have the information contained in your application materials remain confidential as permitted by law? ☐ Yes ☐ No

If the job requires use of a motor vehicle, do you have a valid Wisconsin Driver's License? ☐ Yes ☐ No

If the job requires use of a Commercial Driver's License (CDL), do you have a valid CDL? ☐ Yes ☐ No

List CDL classification(s) and/or endorsement(s) _____

MILITARY SERVICE:

Have you ever served in the U.S. Armed Forces, National Guard or Military Reserves? ☐ Yes ☐ No

Dates of Duty: From _____ To _____
MM / DD / YYYY MM / DD / YYYY

To receive credit for veteran's preference points, you will be required to provide a copy of your DD Form 214 upon request.

EDUCATION AND TRAINING:

<p>Do you have a High School Diploma?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Do you have a GED?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>If <u>no</u> High School Diploma or GED, indicate the highest grade or year completed (6, 7, 8, 9, 10, 11, 12):</p>
<p>Name of High School:</p> <hr/>	<p>From Where:</p> <hr/>	<p>From Where:</p> <hr/>
<p>City/State:</p> <hr/>	<p>City/State:</p> <hr/>	<p>City/State:</p> <hr/>

Training Beyond High School (Technical College, College, University, or other schools you have attended)

Name and Location	Graduated	Degree Conferred	Major
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		

List any other education, training, license(s) and/or certificate(s) – be specific and include dates:

WORK HISTORY:

GIVE A COMPLETE RECORD OF ANY EMPLOYMENT, SELF-EMPLOYMENT, MILITARY SERVICE AND/OR VOLUNTEER WORK YOU HAVE HAD IN THE PAST 10 YEARS. Start with your current or most recent job. Indicate any change in job title under the same employer as a separate position. You may include positions beyond the 10-year period if they are related to the position for which you are applying. Although resumes are welcome, they may not be substituted for the information requested below.

PRESENT OR MOST RECENT EMPLOYER	ADDRESS OF BUSINESS (STREET AND CITY)	KIND OF BUSINESS
YOUR TITLE	REASONS FOR LEAVING	NAME, TITLE & PHONE NO. OF SUPERVISOR
YOUR DUTIES		FROM (MO. & YR.) TO (MO. & YR.)
		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME (_____HRS. PER _____)
		ACTUAL HOURLY RATE/SALARY STARTING ENDING
		\$ _____ PER _____ \$ _____ PER _____

EMPLOYER	ADDRESS OF BUSINESS (STREET AND CITY)	KIND OF BUSINESS
YOUR TITLE	REASONS FOR LEAVING	NAME, TITLE & PHONE NO. OF SUPERVISOR
YOUR DUTIES		FROM (MO. & YR.) TO (MO. & YR.)
		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME (_____ HRS. PER _____)
		ACTUAL HOURLY RATE/SALARY STARTING ENDING \$ _____ PER _____ \$ _____ PER _____
EMPLOYER	ADDRESS OF BUSINESS (STREET AND CITY)	KIND OF BUSINESS
YOUR TITLE	REASONS FOR LEAVING	NAME, TITLE & PHONE NO. OF SUPERVISOR
YOUR DUTIES		FROM (MO. & YR.) TO (MO. & YR.)
		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME (_____ HRS. PER _____)
		ACTUAL HOURLY RATE/SALARY STARTING ENDING \$ _____ PER _____ \$ _____ PER _____
EMPLOYER	ADDRESS OF BUSINESS (STREET AND CITY)	KIND OF BUSINESS
YOUR TITLE	REASONS FOR LEAVING	NAME, TITLE & PHONE NO. OF SUPERVISOR
YOUR DUTIES		FROM (MO. & YR.) TO (MO. & YR.)
		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME (_____ HRS. PER _____)
		ACTUAL HOURLY RATE/SALARY STARTING ENDING \$ _____ PER _____ \$ _____ PER _____
EMPLOYER	ADDRESS OF BUSINESS (STREET AND CITY)	KIND OF BUSINESS
YOUR TITLE	REASONS FOR LEAVING	NAME, TITLE & PHONE NO. OF SUPERVISOR
YOUR DUTIES		FROM (MO. & YR.) TO (MO. & YR.)
		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME (_____ HRS. PER _____)
		ACTUAL HOURLY RATE/SALARY STARTING ENDING \$ _____ PER _____ \$ _____ PER _____
EMPLOYER	ADDRESS OF BUSINESS (STREET AND CITY)	KIND OF BUSINESS
YOUR TITLE	REASONS FOR LEAVING	NAME, TITLE & PHONE NO. OF SUPERVISOR
YOUR DUTIES		FROM (MO. & YR.) TO (MO. & YR.)
		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME (_____ HRS. PER _____)
		ACTUAL HOURLY RATE/SALARY STARTING ENDING \$ _____ PER _____ \$ _____ PER _____
EMPLOYER	ADDRESS OF BUSINESS (STREET AND CITY)	KIND OF BUSINESS
YOUR TITLE	REASONS FOR LEAVING	NAME, TITLE & PHONE NO. OF SUPERVISOR
YOUR DUTIES		FROM (MO. & YR.) TO (MO. & YR.)
		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME (_____ HRS. PER _____)
		ACTUAL HOURLY RATE/SALARY STARTING ENDING \$ _____ PER _____ \$ _____ PER _____
Use a separate sheet to continue with any additional qualifying employment data, using same format as above.		

If you were discharged for cause from any employment, state the details:

List any equipment, machines, tools, or computer software you are skilled in using:

VIOLATIONS OF LAW: A Police background check may be conducted prior to a job offer.

Are you currently subject to a pending charge? ☐ Yes ☐ No

If yes, what is the pending charge?

Have you ever been convicted of operating a vehicle while intoxicated (OWI)? ☐ Yes ☐ No

Have you ever been convicted of any violations of law excluding minor traffic violations? ☐ Yes ☐ No

If you answered yes to either of the questions above, list and specify what you have been convicted of, date and location of conviction, and the penalty imposed:

(The City, as a matter of explicit policy, does not use pending charges or convictions as the sole criteria in its employment decisions; they will be considered only if there is a substantial relationship to the circumstances of the particular job or if bondability is at issue.)

Have you applied with the City of West Allis before? ☐ Yes ☐ No If yes, for what position(s) and when?

CERTIFICATION AND AGREEMENT

I certify that answers given by me to the foregoing questions and statements are true and complete to the best of my knowledge. I understand and agree that any misstatements or omissions herein subject me to disqualification or dismissal.

I authorize the City of West Allis to make such investigations and inquiries of my employment, character, qualifications, and medical history as may be necessary in arriving at an employment decision. I hereby release all employers, companies, schools or persons from all liability in responding to such inquiries made in connection with my application.

I further understand that in the event of employment by the City of West Allis, the City is an at-will employer and I may be terminated at any time for any reason.

(DATE)

(SIGNATURE OF APPLICANT)

(FOR HR OFFICE USE ONLY)

Comments: _____



ADDITIONAL INFORMATION

This form **MUST** be returned with your application materials.

The City of West Allis is an Equal Opportunity/Affirmative Action Employer and does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status.

To help us comply with Federal/State Equal Employment Opportunity record keeping and other legal requirements, please answer the questions below.

Position applied for _____ Social Security Number _____

Name _____
(LAST) (FIRST) (MIDDLE)

COMPLETION OF THIS PART OF THE FORM IS VOLUNTARY. The information you provide will not be used in the decision to hire. If you choose not to complete this section, proceed to the bottom of the form for your signature and date.

Sex: ☐ Male ☐ Female Birthdate ____/____/____
MM / DD / YYYY Age _____

Veteran Status: ☐ Veteran ☐ Non-Veteran ☐ Disabled Veteran, Disability Rating _____%

Ethnic Group:

- ☐ **Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish Culture or origin, regardless of race.
- ☐ **White (Not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- ☐ **Black or African American (Not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa.
- ☐ **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- ☐ **Asian (Not Hispanic or Latino)** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- ☐ **American Indian or Alaskan Native (Not Hispanic or Latino)** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- ☐ **Two or More Races (Not Hispanic or Latino)** – All persons who identify with more than one of the above five races.

Do you consider yourself to be disabled? ☐ Yes ☐ No

[A disabled individual is: any person who has a physical or mental impairment which substantially limits one or more of such person's major life activities, or has a record of such impairment or is regarded as having such impairment. Major life activities which might be substantially limited by such impairment include: walking, talking, or otherwise communicating, self-care, socialization, work training, employment, transportation or adaptation to housing (these are examples only).]

If yes, what is the disabling condition? _____

What limitations does this condition impose on major life activities? _____

How did you hear about this job? (Please specify where applicable.)

- | | | |
|---|---|--|
| <input type="checkbox"/> Milwaukee Journal/Sentinel | <input type="checkbox"/> Job Service | <input type="checkbox"/> School _____ |
| <input type="checkbox"/> Spanish Journal | <input type="checkbox"/> City Cable Channel | <input type="checkbox"/> Community/Minority Organization _____ |
| <input type="checkbox"/> City Website | <input type="checkbox"/> Bulletin Board/Walk-In | <input type="checkbox"/> Social Media Source _____ |
| <input type="checkbox"/> Interest Card/E-Notify Me | <input type="checkbox"/> Employee | <input type="checkbox"/> Other Website _____ |
| <input type="checkbox"/> Job Hotline | <input type="checkbox"/> Word of Mouth | <input type="checkbox"/> Other _____ |

The above-completed information is true to the best of my knowledge:

(DATE)

(SIGNATURE)